

INSTITUTE OF JAMAICA
(An Agency of the Ministry of Culture, Gender, Entertainment & Sport)

Applications are invited to fill the post of **Director (GMG/SEG 3)** at the African Caribbean Institute of Jamaica/Jamaica Memory Bank (ACIJ/JMB), a division of the Institute of Jamaica, salary range JA\$2,551,250 per annum - \$3,032,634 per annum and any allowance(s) attached to the post.

Job Summary

The Director of the African Caribbean Institute of Jamaica/Jamaica Memory Bank (ACIJ/JMB) manages the research, documentation and administrative operations of the division.

Key Responsibilities:

- Prepares strategic, operational and unit plans
- Prepares and monitors the annual budget
- Monitors and assesses the educational programmes and research projects
- Prepares reports on research unit activities
- Submits Bimonthly, Quarterly Status and Annual Reports for the Division
- Conducts major and minor research projects
- Monitors divisional research projects and publications
- Guides research unit staff in organization and conduct of research, outreach and publications projects
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Postgraduate degree in the social sciences/humanities
- Three (3) years' experience in a similar capacity
- Demonstrated managerial capabilities
- Track record of independent research/publication in a relevant field

Applications should be submitted no later than **Friday, July 15, 2022** to:

**Director Human Resource
Development & Management
Institute of Jamaica
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm